



**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Sunday, November 9, 2025, 6:45 to 9:15 p.m.**

Attendance: Gillian Aubie-Vines, Olivia Bornik, Morna Fraser, Jen Gow, Shannon Harris, Heidi Horlacher, Freya Kristensen, Marieve Legrand, Dirk Rohde, Beth Senichenko, Birgit Weaver, Jake Weaver, and Jenny Williams.

Online: Katya Ananyeva, Megan Scheffer, Dave Humphreys, Andrea Frisque

1. **Review of Agenda and Past Minutes** – Motion to approve agenda (Morna/Jen G). Move to accept minutes from September 16, 2025 (Heidi/Marieve). All approved.

2. **Ongoing Business (Current Club Issues)**

- 2025/26 Season
 - Zone4 Registration – Two bunnies have registered since the last meeting and there is still space available for some bunnies. Enrollment is down for the year, and Sunday PM skiers are at a low. **ACTION:** Jen G., Beth and Freya will look at historical enrollment for discussion at a future meeting. There is some availability on Wednesday night for Masters.
 - Other - We need to review our poor trail conditions plan and communicate the finalized plan to members. **ACTION:** Jill will follow up with Freya to get the plan. Katya has distributed the link to Hollyburn members to purchase Cypress season passes. Our Race Team coaches are not receiving club emails because we learned they are not registered as members. **ACTION:** Heidi will email registration details to our coaches and Katya will open Zone4 registration.
- SafeSport Policy implementation – The screening of Race Team volunteers screening is nearly complete. Two posters have been printed for the wax cabin: one for the Rule of Two and one sharing Hollyburn's SafeSport Coordinators contact details.
- Wax Hut Improvements – Olivia has discussed potential changes with various volunteers. Jake should be involved in discussions prior to any changes. It would be helpful to have a Learn to Wax clinic for our membership. **ACTION:** Olivia will work with Josh, Mike and Sen to coordinate the clinic. **ACTION:** Olivia will get Owen to remove the hot box and TV screen. **ACTION:** Olivia will coordinate a Clean the Hut Day with Program Coordinators.
- Off-Piste Skiing and Other Club-Unapproved Trips – Tabled to future meeting.
- Parents' Concerns – Race vs. Recreation Focus – Following the AGM, a number of emails were received from parents regarding their perception of the race focus of our club, the lack of alternative programming during race weekends and a general perception that Track Attack is a racing program. Jill summarized these concerns and shared a path forward. The Track Attack program is a continuation of the Jackrabbit program for ages 10–12. The LTAD program (Jackrabbit and Track Attack) includes racing and other activities such as Birkie, Ski O, Lantern Ski etc. It is clear there is a communication opportunity to share the goals of Track Attack. **ACTION:** Jill, with support from Jenny, will create a membership email for Dirk to share with our membership. **ACTION:** Dirk will send an email to our membership to thank them for their engagement before, during and after the AGM. We are committed to hearing about member concerns, and to consider other programming, considering other workloads for these volunteer positions. We will offer a parent's town hall on Monday, November 23 at 7:30 via Zoom for TA parents and senior JR parents with Jake,

Jill, and Dirk. We will send an email to JR4 families in early March explaining TA program and options and will include a contact person

for questions. We will also plan for a meeting with JR parents for transition to TA in the Spring. **ACTION:** Heidi will investigate a Coaches Refresher course on how to introduce competition. Jake has offered to help at a future coach meeting on this topic. Additional events/activities are up to the discretion of the Program Coordinators. Program Coordinators have the Boards full support to make decisions within their workload. **ACTION:** A subcommittee of Jill, Jen G, and Morna will work on messaging regarding the distribution of club resources.

- Newsletter Distribution – Some parents are not receiving the club newsletters or the emails from the registrar. The Executive discussed reasons why some members have not been receiving club emails or newsletters, noting limitations within both the registration platform and the current website. **ACTION:** A subcommittee of Olivia, Katya, Marieve and Jill will examine how our communications can be better managed.
- Policies and Procedures Update - This is on Jill list for after the on-snow season. Jen G. pointed out the Volunteer Coordinator is listed as Executive position.
- Zoom Account Update – Katya circulated a document on how to use the Zoom account to Executive for review. The document is also available on the Hollyburn Google drive.
- Club Clothing – Thanks to Tim for coordinating for the club.
- “Help with Payak” as a Volunteer Position – The Payak Committee has requested that our Membership and Program registration form include an option for members to indicate their interest in volunteering for the Payak. We will offer to include this volunteering opportunity in our newsletters.

3. Financials

- Budget - Financials were circulated by Jenny prior to the meeting. If any Executive Member receives questions regarding the financials, please forward to Jenny. Given that we are early in the season, there are few expenses and revenue is, as expected for this time of the year, a bit below the budget.
- Fundraising – A club member has developed a fundraising plan to supplement the Race Team budget. The Executive believes it is important to have specific fundraising goals that are clearly communicated. Jenny shared that our finances are managed for the year but if Race Team would like to supplement their budget, fundraising can be targeted at RT. Olivia shared we have a new Fundraising Coordinator, Silvia S. Any fundraising ideas should be vetted through the Executive. **ACTION:** Olivia will discuss the position with Silvia and learn more about Silvia’s background and report back to the Board.
- Grant Reporting/Applications Updates – A proposal from ViaSport for Coach Support for 3K has been submitted and we expect to hear back shortly. The Lead Forward grant will be implemented in the next two months. Invitations have been sent to coaches to attend a one-hour webinar, and the Executive will complete a training module on December 7th.
- Athlete Support Budget – This discussion was tabled to next meeting. Jake noted a conflict of interest regarding this committee, and Morna will serve as his substitute. **ACTION:** Andrea, Jen G., Jenny W., Morna, and Olivia will form a sub-committee to discuss and refine the policy.

4. Past/Upcoming Events

- HCCSC AGM – We had very good turnout for the meeting. Dirk addressed a member’s concern regarding the late posting of meeting minutes sharing that meeting minutes are posted after approval at the next Board meeting.

5. New Business

- Club Administrator/Registrar – The position needs to be posted. **ACTION:** Morna will update the job description and will coordinate the search. An internal email will be distributed to our membership first and then if needed, we will expand our search externally.
- Birkie Day Planning – Beth is exploring splitting the Birkie into two groups, one for younger athletes and one for older Jackrabbits. Adventurers will be supporting the event.
- Program Refund Policy – A few families have inquired if refunds or partial refunds are permitted. **ACTION:** Dirk, Beth, and Freya will form a subcommittee. Freya will lead this subcommittee.
- Van Insurance – The van insurance is currently managed and signed for by Dave. **ACTION:** Dirk will ensure that Dave M. confirms with ICBC if a Board member must be the signatory. The insurance is next due in May 2025.
- Review of Committee work – A number of subcommittees have been identified including SDP enrollment, communications, poor trail condition policy, wax hut improvements, fundraising, and Program Refund Policy.
- Exec. Meeting Format – The Executive discussed strategies to improve meeting efficiency and manage overall duration. Options considered included eliminating program updates, including them only when a decision is required, or moving them to the end of the agenda so they can be deferred to the next meeting if time is limited. The Board decided to include program updates at the end of agenda. To further support efficiency, the Board has established several subcommittees to allow Board meetings to focus on decision-making based on subcommittee recommendations. The intent is for subcommittees to complete work between meetings, rather than extensive discussions during meetings. Finally, Board members are asked to share any proposed agenda items with Dirk before the agenda is distributed to the Executive.
- Website – A major update is needed involving moving to a different host. Support tickets with our current host are not being addressed. **ACTION:** Olivia and Dirk will work with web volunteers to suggest updates.

6. **Next Meeting** Monday, January 19 at 7:00 pm